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MEMORANDUM FOR: Executive Secretary, CIA Management  
Committee

SUBJECT: Review of Classification Authority  
Delegations

REFERENCE: Memo dtd 21 Feb 73 to DD's and Independent  
Office Heads from ExSec, CIA Mgmt Cte,  
Same Subject

1. In accordance with your instructions I have carefully reviewed the assignment of classification authority within the Office of Planning, Programming, and Budgeting. My conclusion is that any reduction in the number of officers currently authorized to classify documents at the secret and confidential level would inhibit the expeditious flow of papers within and out of this Office.

2. At the moment there are 26 professional personnel authorized to classify the documents which they produce. No clericals possess classification authority. Reducing the number further would create a situation wherein subordinates would frequently be required to refer documents to their superiors for "classification purposes" only. Absences due to illness, leave, training, travel, etc., would tend to force the submission of drafts to higher approval levels and, consequently, further exacerbate the "in and out box" bottleneck syndrome.

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3. I have again enjoined all individuals with classification authority to comply both literally and in spirit with the provisions of [ ] Each professional in the Office has also been reminded of his responsibility to downgrade over-classified documents originated by his subordinates. In this way I believe we can carry out the real purpose of [ ] which is to assure, to the extent possible, that documents are not classified or exempted from declassification unnecessarily.

/s/ Charles A. Briggs

Charles A. Briggs  
Director of Planning,  
Programming, and Budgeting

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